

**FINANCE AND ADMINISTRATION
DEPARTMENT FOR FACILITIES AND SUPPORT SERVICES
DIVISION OF ENGINEERING AND CONTRACT ADMINISTRATION**



**REQUEST FOR BID NO. RFB-89-27
23085 AMLBAML
AML PROJECT
PIKE COUNTY, KENTUCKY**

**Agency: 128
Fund: 1200**

**TEAM
KENTUCKY™**

IMPORTANT: BID COMPLIANCE REQUIREMENTS

Your bid **will be deemed non-responsive** if it does not comply with **all** of the following requirements:

1. **The bid document must include all necessary signatures.**
2. **All blanks** on the following forms **shall be completed**:
 - Bid Schedule
 - Subcontractors List – If the **prime vendor** is self-performing the work, this **must be clearly stated**. NA or not applicable is not a suitable answer. **If self-performing this must be someone on the prime vendor's payroll.**
3. A **5% Bid Bond** or certified check in the amount of 5% of your total bid must be included with your bid **at the time of submission**.
4. The **5% Bid Bond** shall be **signed by both the contractor and the bonding company**.

Education and Labor Cabinet Wage Performance Bond Requirement:

The Education and Labor Cabinet (ELC) requires any company that has been in business for 5 years or less must produce a performance bond to satisfy the requirement of KRS 337.200. The Division of Engineering and Contract Administration will not make contract award to any company who has not satisfied this requirement. You may contact ELC Division of Wages and Hours at (502) 564-3534 or at wages@ky.gov to determine your company's status.

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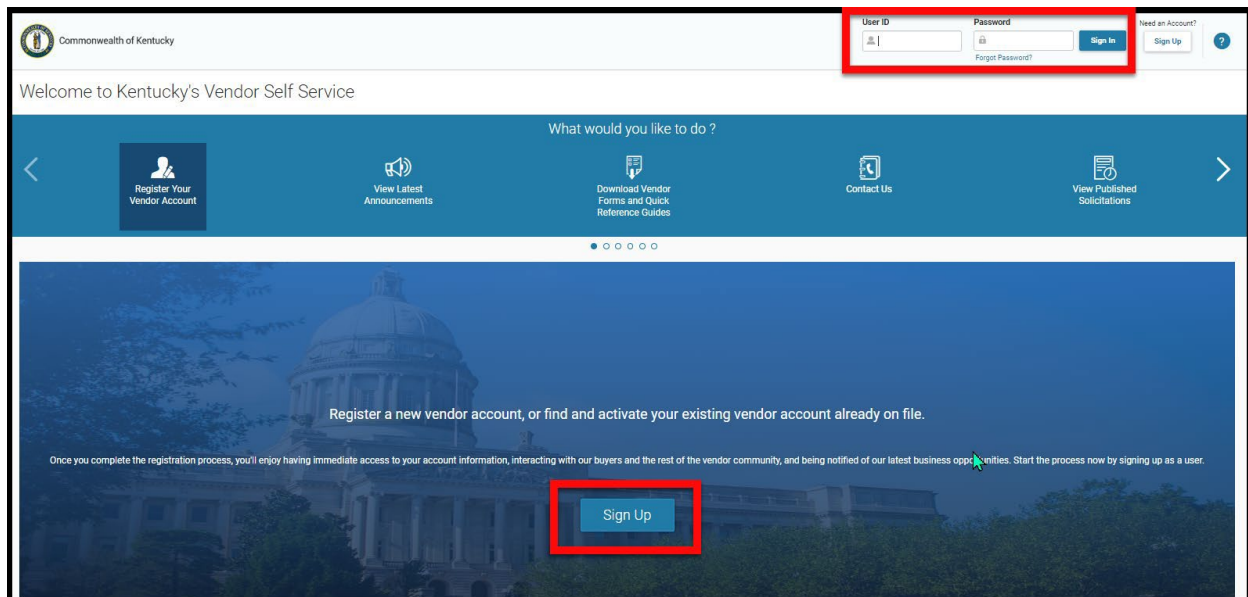
IMPORTANT: Please follow current state health and safety guidelines for all Commonwealth of Kentucky construction projects. All information and/or instructions will be in the Notice to Contractors and Advertisement for Bids.

Contractors must electronically submit their Bid Documents under the corresponding Solicitation in Vendor Self Service VSS for it to be received.

HOW TO SUBMIT AN ONLINE RESPONSE THROUGH THE KENTUCKY VENDOR SELF SERVICE (VSS) FOR CAPITAL CONSTRUCTION

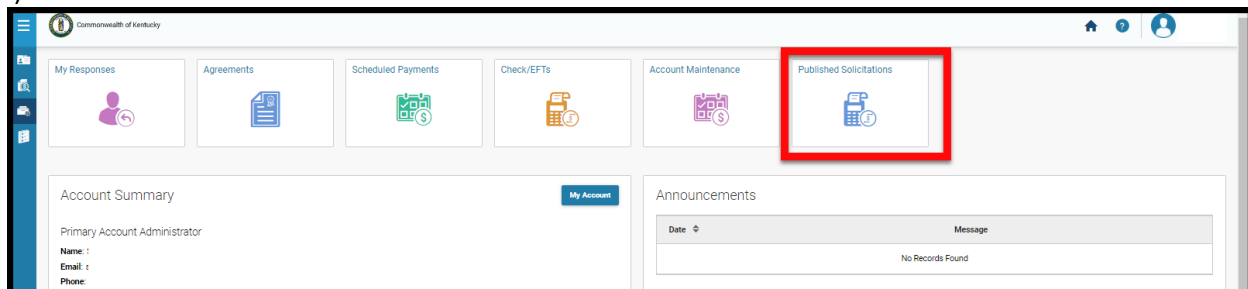
Go to <http://vss.ky.gov>

Log in or Sign up



From the Home page, navigate to the Published Solicitations in one of the following ways:

i) Click the **Published Solicitations** icon.



Locate the desired solicitation.

- You may search by the following fields:
 - Show Me (Open, Closing Soon, Recently Published, Recent Amendments, Recent Awards)
 - Category (Agricultural, Animal Related, Clothing, etc.) – this is not required and may not always be available
 - Type (P3 Notice, Request for Bids, Request for Information, Request for Proposals, Request for Quotes)
 - Keyword Search (can search by Solicitation ID, Solicitation Description, Agency, and Buyer)
 - Status (Awarded, Closed, Amended, Open, Reopened, Cancelled)

Published Solicitations

Search

Show Me
Open

Category

Type
Request for Bids

Keyword Search (Solicitation ID, Description, Buyer, etc.)

Status

Search Reset

Description	Department / Buyer	Solicitation Number / Type / Category	Closing Date and Time/Status
Version 3 - 4 lines	Office Of The Controller Shelby Luby	RFB-758-2300000393-3 Request for Bids (RFB)	03/27/2023 01:30 PM EDT 4 Days, 00:56:37 Amended

In the **Solicitation Number / Type / Category** column, click the solicitation number link to view the details of the solicitation.

Description	Department / Buyer	Solicitation Number / Type / Category	Closing Date and Time/Status
Test	Office Of The Controller Shelby Luby	RFB-758-2300000393-3 Request for Bids (RFB)	03/14/2023 01:30 PM EDT 0 Days, 03:31:54 Open

Review the solicitation details. Make certain to review each tab, especially the Attachments tab, and check the requirements and documentation associated with the bid requirements. There may be documents that must be completed and uploaded in order for your bid to be deemed responsive.

Solicitation View Page (RFB) Respond Online Back

Document ID: RFB-758-2300000385-1 | Time Left: 0 Days, 03:28:24

General Information	Commodity Lines	Attachments	Solicitation Instructions	Evaluation Criteria	Events
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Buyer Information

Buyer Name

Buyer Email

Buyer Phone

Important Dates

Issue Date

03/13/2023

Closing Date

03/14/2023 01:30 PM EDT

Bid Opening Date

-

Last Amended

-

Department Information

Category

-

Type

Request for Bids

Document Department

Status

Click **Respond Online** to create a Solicitation Response.

Solicitation View Page (RFB) Respond Online Back

Document ID: RFB-758-2300000385-1 | Time Left: 0 Days, 03:26:39

General Information	Commodity Lines	Attachments	Solicitation Instructions	Evaluation Criteria	Events
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Step 1. Select Lines

On the Select Lines Step, there will only be one line for Construction Solicitations, and you will select that line and click **Continue**.

Solicitation Response (SR) Continue Save & Close Exit

SR-758-ESR2300001799

1 Select Lines to Respond

2 Respond To Lines

3 Checklist/Scoring Criteria

4 Enter General Comments

5 Add Attachments

6 Review & Submit

Group 1 Default

Number of Lines: 3

Line 1 CL1

Line 2 CL2

Line 3 CL3

Solicitation Response (SR) Continue Save & Close Exit

SR-758-ESR2300001799

1 Select Lines to Respond

2 Respond To Lines

3 Checklist/Scoring Criteria

4 Enter General Comments

5 Add Attachments

6 Review & Submit

Step 2. Respond to Lines

All construction solicitations will be for a line type requesting a Contract Amount. You will enter **\$0.00** (zero) in the Contract Amount. Your Lump Sum Bid Amount and Alternates (if required) will be recorded on the Official Bid Document (located at www.stateofkyprojects.com) and uploaded as an attachment as instructed under “Step 5. Add Attachments”. No other fields will be required. Click **Continue**.

Solicitation Response (SR)

SR-758-ESR2300001799

1 Select Lines to Respond 2 Respond To Lines 3 Checklist/Scoring Criteria 4 Enter General Comments 5 Add Attachments 6 Review & Submit

Group 1 Default Number of Lines: 3

Line Number	Commodity Line Details	My Offer
1	Commodity Description CL1 Commodity Specifications	Response Type Bid Contract Amount Pre Fixed Line No Pre Fixed Line Amount Alternate Specs Submitted No Comments

Step 3. Checklist/Scoring Criteria

Not Applicable for Construction Bids. Click **Continue**.

Solicitation Response (SR)

SR-758-ESR2300001799

Previous Continue Save & Close Exit

Step 4. Enter General Comments

Not Applicable for Construction Bids. Click **Continue**.

Solicitation Response (SR)

SR-758-ESR2300001799

Previous Continue Save & Close Exit

Step 5. Add Attachments

- Click **Add Attachments**.

1 Select Lines 2 Respond To Lines 3 Respond To Criteria 4 Enter Discounts & Comments 5 Add Attachments 6

Add Attachments

If you have files that you wish to include as part of your response, click the **Add Attachments** button.

0 Records View per Page: 20 50 100 Page 0 of 0

File Name	Date	User ID	Attachment Type	Description
No Records Found				

- Click **Browse** on the Attachments page to locate your Completed Official Bid Documents and 5% Bid Bond (if Required) Once all files are selected, click **Upload**. Documents are limited to ten (10) at one time.
- Maximum Attachment Size per file is 65000 KB

The screenshot shows the 'Attachments' window. At the top, a green banner states 'Successfully uploaded 1 file'. Below this, there's an 'Upload' section with a large dashed box containing two icons: a 'Drop' icon (a square with a diagonal arrow) and a 'Browse' icon (a folder with a magnifying glass). At the bottom right of the window are 'Upload' and 'Close' buttons.

- Verify the “Successfully Uploaded File” message displays. Click **Close**.
- Review the attached file(s). Click **Add Attachments** to add a new file. Click **Delete** to remove a file.

This screenshot shows the 'Add Attachments' step in a multi-step process. The progress bar at the top shows steps 1 through 6, with step 5 'Add Attachments' currently active. Below the progress bar is an 'Add Attachments' button. A message box says: 'If you have files that you wish to include as part of your response, click the Add Attachments button.' Below this is a table with 1 record:

File Name	Date	User ID	Attachment Type	Description
goodegear.xlsx	02/01/2022	goodevondor	Standard	

At the bottom right of the table is a 'Delete' button. The table also includes pagination controls showing '1 - 1 of 1 Records' and 'View per Page' options (20, 50, 100).

- If all files are attached, click **Continue** to proceed to the next step.

The screenshot shows the header of the 'Solicitation Response (SR)' page. It includes the SR number 'SR-758-ESR2300001799' and a set of navigation buttons: '< Previous', 'Continue >', 'Save & Close', and 'Exit'. The 'Continue >' button is highlighted with a red rectangle.

Step 6. Review and Submit

Review all information entered. If all information is correct, click **Submit Response**.

This screenshot shows the 'Review & Submit' step. The progress bar at the top shows steps 2 through 6, with step 6 'Review & Submit' currently active. Below the progress bar is a 'Response Summary' section with the following details:

Response ID ESR2300001862 Vendor Customer Code KS0016176 Response Total Attachment Count 1 Response Time 02:42 PM First Name Leila	Legal Name Leila Organa Response Status Draft Response Date 03/21/2023 Responded By User ID lorgana Last Name Organa
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At the top right of the page are navigation buttons: '< Previous', 'Submit Response', 'Save & Close', and 'Exit'.

Verify the *"Thank you for your response. It has been successfully submitted."* message displays. All responses will be listed. If you do not see your solicitation ID listed, you may enter the solicitation ID in the Keyword Search. A successful submission will have a **Response Status** of *Accepted*.

An email notification will be sent to verify that your response was accepted.



EXTERNAL SENDER: Do not click any links or open any attachments unless you trust the sender and know the content is safe.
EXPÉDITEUR EXTERNE: Ne cliquez sur aucun lien et n'ouvrez aucune pièce jointe à moins qu'ils ne proviennent d'un expéditeur fiable, ou que vous ayez l'assurance que le contenu provient d'une source sûre.

Alex Goode:

This message is to notify you that your response to the following Solicitation has been accepted by City of LA's Vendor Self Service.

Solicitation Details:
Solicitation : RFB 40 220000910040
Description : SCBA, Parts, Titan - requires catalog Closing Date/Closing Time:2022-02-04/12:00:00 Your Response Details:
Response ID : SR 40 ESR20220106000001785-1 Total Bid : 129634.15 Web Response Date/Web Response Time : 2022-01-27/10:39:22 Your Location Details:
Headquarters Legal Name : Goode Vendor
Location Name : Goode Vendor

If you have questions, please contact the City of Los Angeles at askVSS@lacity.org. Please include your vendor code in the subject.

If you do not receive an email notification, you may still check the status of your bid submission by following the steps as listed in the following section, "Solicitation Responses."

If your submission was not successfully submitted, you may reach out to the Customer Resource Center help desk for assistance by email at Finance.CRCGroup@ky.gov or by phone at 502-564-9641 or toll-free at 877-973-4357.

SOLICITATION RESPONSES

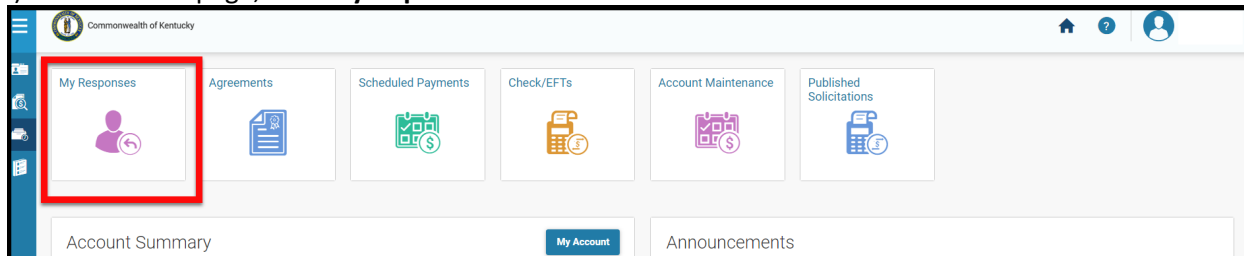
Responses may be viewed on the **My Responses** section. Additional information may be found in the *How to Locate a Response for a Business Opportunity* guide (available on the VSS website under **Download Vendor Forms**).

How to View Your Responses

Log in to VSS.

From the Home page, use one of the following methods to access the **My Responses** page

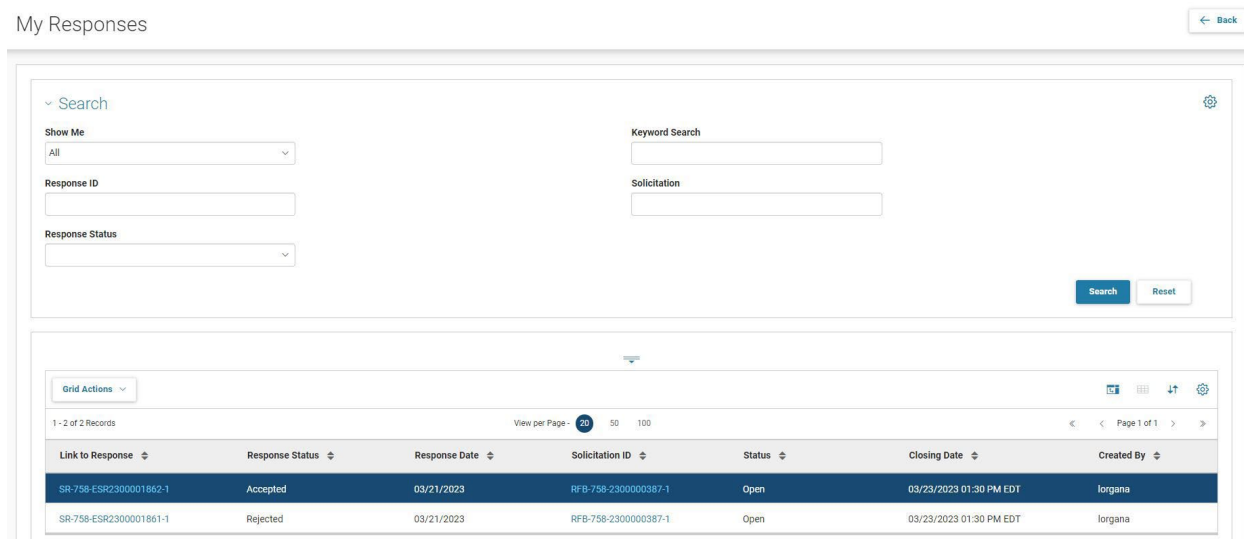
i) On the Home page, click **My Responses**.



The **My Responses** page displays all the responses for your vendor code.

The **Link to Response** column has a link to view the response. Click the link to view.

The **Response Status** column shows the status of your responses. Only **Accepted** statuses are successfully submitted responses.



1. Click **My Responses** from the Home Page 2. Click the Highlighted SR Link for the corresponding response. 3. Click **Withdraw Response** or **Discard** from within the 3 Dot Menu.